

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

RECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS
2016 OCT 17 PM 4:14
16 OCT 25 PM 4:11

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundation

Travel date(s): 10-05-16 through 10-07-16

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	Airfare \$318.60	\$229.84	\$107.50	Meeting Room \$15 Local Tour Bus \$92

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See Agenda

10/17/2016
(Date)

Brita Endrud
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/21/2016
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



1401 32nd Street SW - Fargo, North Dakota 58103 701

Please join us for . . .

Duane Maatz	dmaatz@rrvsga.com	701
Kirsten Stibbe	kirsten@rrvsga.com	701

SUGAR 101: The Industry A - Z

Wednesday October 5th, 2016

6:00 p.m. Reception / Dinner / Industry Overview

Thursday October 6th, 2016

Farm Harvest

Piling Station / Storage

Processing Plant & Packaging

Dinner / Industry Panel

Friday October 7th, 2016

Technology Day:

- Research

- Seed Development

- Integrated Technology

- Equipment Assembly

Lunch / Educational Seminar Wrap Up

Depart Fargo By 3:00 p.m.

- Reasonable and necessary trip expenses are provided by the Red River Valley Sugarbeet Education Foundation
- Please reply to confirm your interest and intentions in attending our Educational Program

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Red River Valley Sugarbeet Education Foundation
2. Description of the trip: To teach participants aspects regarding sugarbeet farming, storage, processing and related science.
3. Dates of travel: 10/05/16 - 10/07/16
4. Place of travel: From Washington DC to Fargo, ND
5. Name and title of Senate invitees: See Attached
6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -
 - ☐ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

N/A

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Red River Valley Sugarbeet Education Foundation is the sole sponsor for the trip.

We have planned, designed and organized the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

To educate interested persons about the sugarbeet industry

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is our first educational tour.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

We have participated in local farmer, elementary school students and teacher education programming.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input type="checkbox"/> Good Faith estimate <input checked="" type="checkbox"/> Actual Amounts	Airfare \$318.60	\$229.84 Total Lodging Cost	\$146 Total Meal Coast	\$15 meeting room expense \$92 Total, local tour bus

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

Arranged specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

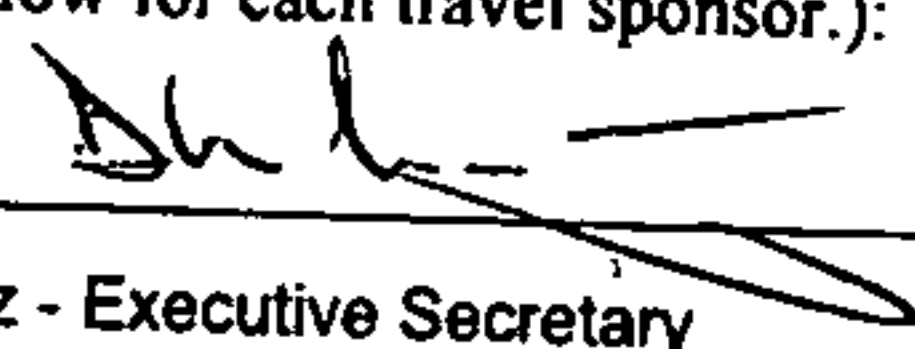
It is the primary headquarters of our industry.

19. Name and location of hotel or other lodging facility:

Holiday Inn of Fargo - Fargo, ND

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was selected for its convenient location as well as local no cost airport transportation.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
Per diem for ND is \$91 for lodging and \$51 for meal. Actual costs are \$208 total (\$104 / night) for lodging (\$26 over total) and \$146 total for meals (\$18.50 over total). These are the best room and meal costs available for travelers in Fargo, ND.
22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
Airfare - coach class
Locally - bus transportation on the tour
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:
N/A
25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):
Signature of Travel Sponsor: 
Name and Title: Duane Maatz - Executive Secretary
Name of Organization: Red River Valley Sugarbeet Education Foundation, Inc.
Address: 1401 32nd Ave SW, Fargo, ND 58103
Telephone Number: 701-239-4151
Fax Number: 701-239-4276
E-mail Address:

Agenda

Red River Valley Education Foundation Tour

October 5

Flight Schedule - Depart DCA Flight 1359 11:45 am – 1:31 Arrive in Minneapolis

- Depart Minneapolis Flight 0739 3:25 pm – 4:26 Arrive in Fargo, ND

6:00 – 9:00 Reception / Dinner Meeting

The evening meeting will include an industry overview as well as a review of the agenda defining expectations. Each meeting and tour will be hosted by industry professionals and experts from American Crystal Sugar Company, the RRV Sugarbeet Growers Association and the farmer shareholders and owners of American Crystal Sugar Company.

October 6

8:00 – 8:30 Breakfast Meeting

Industry professionals will review the events for today as well as answer questions.

8:30 – 12:00 (Noon) Farm Tour

Participants will see two sugarbeet harvest operations as well as a piling site, storage and airflow related to sugarbeet storage. We will tour two farms and a rural piling site.

12:00 – 1:30 Lunch at American Crystal Sugar, Moorhead, MN

Processing plant professionals will provide a tour overview to establish expectations and safety guidelines.

1:30 – 4:00 American Crystal Sugar Processing Plant Tour

Participants will tour sugarbeet receiving and factory storage facilities as well as proceed through the processing facility to see how sugarbeets become pure sugar.

4:00 – 5:00 Sugar Packaging Facility

Participants will view the sugar packaging area at the Moorhead factory.

5:00 – 6:00 Travel to the hotel to prepare for the dinner meeting

6:00 – 9:30 Dinner Meeting – The Boiler Room

Industry professionals will recap the events of the tours and answer questions. Topics will include: soil conditions, harvest temperatures and weather related impact, harvest equipment and function, conditions and challenges relating to beet storage, consumer vs. commercial sugar packaging.

October 7

7:30 – 9:00 Breakfast Meeting

Industry professionals will provide an overview of events and schedule of the day.

9:30 – 10:15 Amity Technology

Participants will tour a farm machinery manufacturing plant. Show the engineering and technology related to sugarbeet manufacturing.

10:15 – 10:30 Travel to the NDSU Greenhouse Facility

10:30 – 12:00 (Noon) NDSU Research, Greenhouse Facility

Participants will tour the NDSU research greenhouse to develop an understanding related to the science behind farming specific to sugarbeets. We will view studies related to cold weather, plant diseases and crop protectants (herbicides and fungicides).

12:00 – 1:30 Lunch Meeting – Herd and Horns - Industry professionals will lead a final tour wrap-up session. Topics will include: a questions and answer session to discuss each component of the tour . . . soil conditions, harvest temperatures and weather, harvest equipment. Local economic impact of the sugar industry, beet storage, packaging, manufacturing and research.

Miss Endrud will return to Washington DC at her own expense on her own timeline (per a pre-arranged agreement cleared by Senate Ethics 30 days before trip).

2024

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Brita Endrud

Employing Office/Committee: U.S. Senator John Hoeven

Private Sponsor(s) (list all): Red River Valley Sugarbeet Education Foundation, Inc

Travel date(s): 10/5/16-10/7/16

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Fargo, ND (D.C. to Fargo roundtrip)

Explain how this trip is specifically connected to the traveler's official or representational duties:

An educational tour of sugarbeet farming, storage, and processing is directly connected to my duties as one of Senator Hoeven's agriculture staffers. Part of my duties is understanding U.S. farm programs, including the U.S. sugar program.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9/1/2016
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator John Hoeven hereby authorize Brita Endrud
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

9/1/2016
(Date)


(Signature of Supervising Senator/Officer)

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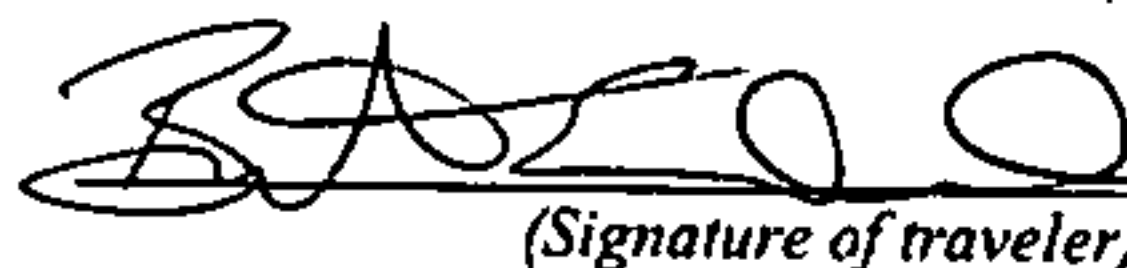
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Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See Agenda

10/17/2016
(Date)

Brita Endrud
(Printed name of traveler)


(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

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10/21/2016
(Date)


(Signature of Supervising Senator/Officer)

Red River Valley Sugarbeet Education Foundation Tour Attendees 2016

Brita Endrud, (Senator Hoeven, ND)
Carol Wayman (Congressman Ellison, MN)
Libby Foley (Congresswoman McCullum, MN)
Avidalina Abadam (USDA)
Courtney Gaine (Sugar Assn. Washington DC)
Mac Schneider (ND State Senator)
Ben Koppelman (ND House of Representatives)
Mark Johnson (East Grand Forks, MN)
Carah Hart – Red River Farm Network, Grand Forks, ND

Other Participants, Presenters

Jane Schuh – NDSU Experiment Station
Mohammed Kahn – NDSU Ag Research
Casey Bryl – Amity Technology

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